



DO BUSINESS ANYWHERE

With **Office 365 from Ignite** you have access to Microsoft's latest business applications online and can save your data safely in the cloud.



ignite
YOUR BUSINESS. UNLIMITED.

 Office 365

USE THE TOOLS YOU TRUST TO WORK FROM ANYWHERE, USING ANY DEVICE

All you need is a wireless, DSL or fibre connection from Ignite to access and edit any document from anywhere

Office 365 lets you install the latest Office applications on your PC, Mac, iPad, Android tablet or phone, simply login from your device of preference. Whether you decide to work online or offline you'll have access to the tools you are familiar with. Office 365 applications stay up to date and are easy to use and manage. You can read about how Office 365 has already [enabled growth for a number of satisfied customers.](#)





SAVE ALL YOUR FILES IN ONE PLACE – SAFELY

Store your business files in one place and access them from any device

By moving to the cloud, Ignite gives you affordable access to top technology, security and compliance. With Microsoft OneDrive for Business, you get 1TB of secure file storage in the cloud. Your files are securely stored and can be recovered and accessed from anywhere. Gain control over your data security and compliance with privacy, transparency, and refined user controls built right in.



COLLABORATE EASILY, WHEREVER YOU ARE

Don't wait to get back to the office to send those important files

With Office 365 you can create and send documents quickly and securely, from anywhere. If you choose an Office 365 plan with Yammer, SharePoint Online and Skype for Business, you'll have access to some great communication and collaboration tools: voice and video calls, instant messaging, social networking and a virtual intranet.



CHOOSE THE PLAN THAT'S RIGHT FOR YOU

There are four Office 365 Enterprise plans to choose from

Just get the basics, or choose a plan with more options that work for your business. Reduce costs with a pay-as-you-go, month-to-month contract. Different employees can be on different plans, depending on their work styles and preferences.



MANAGE YOUR OFFICE 365 PLANS EASILY

Use the self-service portal to set up and manage Office 365 plans

Set up users and start using the services fast. You can access the easy-to-use admin center from anywhere to manage all your services from one central location. You can change plans from here, too. When employees leave, it's easy to remove their Office 365 access.



RELY ON US FOR LICENSING AND UPGRADES

We provide 24/7 support, at no charge

We make sure we (and, therefore, you) comply with licence agreements and we ensure that upgrades are immediately available to you. With Office 365 you will always have the latest versions of the Office apps and you don't pay extra for upgrades. When you migrate to Office 365, you will receive the added benefit of 1TB free cloud storage and 24/7 assistance from our team.

WHY BUY OFFICE 365 FROM IGNITE?



MIGRATION AND
ONBOARDING SERVICES*



MONTH-TO-MONTH
CONTRACT



SCALABLE – GROWS
WITH YOUR BUSINESS



UP TO 1TB OF
STORAGE SPACE



24/7 SUPPORT



OPTIONAL SECURITY
SERVICES*

*Available at extra cost

OFFICE 365 PLANS AND PAYMENT OPTIONS

- Your office 365 enterprise solution allows your business an unlimited number of users, each with their own login.
- You don't have to sign up for a minimum number of licences or commit to long contracts – with Office 365 from Ignite, you pay from month to month for what you use.
- You can pay monthly by credit card or debit card.
- Enterprise E5 also includes: Advanced eDiscovery, customer lock box, advanced threat protection and analytics (Power BI Pro, Delve Analytics).

SERVICES AND FEATURES	OFFICE 365 PLAN OPTIONS			
	PRO PLUS	ENTERPRISE E1	ENTERPRISE E3	ENTERPRISE E5
Maximum users	Unlimited	Unlimited	Unlimited	Unlimited
Full, installed Office apps	✓	–	✓	✓
Office on tablets and phones	✓	–	✓	✓
Online versions of Office	✓	✓	✓	✓
File storage and sharing (OneDrive for Business)	1TB	1TB	Unlimited	Unlimited
Business class email, calendar (Exchange Online)	–	✓	✓	✓
Unlimited online meetings (Skype for Business)	–	✓	✓	✓
Intranet sites for teams (SharePoint Online)	–	✓	✓	✓
Corporate social network (Yammer)	–	✓	✓	✓
Professional digital storytelling (Sway)	✓	✓	✓	✓
Personalized search and discovery (Delve)	–	✓	✓	✓
Corporate video portal (Office 365 Video)	–	✓	✓	✓
Meeting Broadcast	–	✓	✓	✓
Self-service Business intelligence	✓	–	✓	✓
Enterprise Management of Apps	✓	–	✓	✓
Rights Management, Data Loss Prevention	–	–	✓	✓
Compliance Center	✓	✓	✓	✓

SETTING UP AND RUNNING OFFICE 365

It's easy to switch to Office 365 and get everyone in your business using the same applications – even if they're on different devices and operating systems.

Getting started

All you have to do is log in to the self-service portal over the Internet. From here, you can install, activate and manage your Office 365 plans. Not keen to try this yourself? Give us a call anytime and we'll take you through each step so you can get started right away.

MANAGING AND USING OFFICE 365 - Login to the self-service portal to:



Remove access for employees who have left the business.



Change plans when employees' work styles change.



Get reports on how many users are on the system, what plans they have, and what the costs are.



Assign an Office 365 business plan to individual users.

WE'RE HERE TO HELP

If you need any additional information,
get in touch.

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